**Return copy to:** Bank of America
Government Card Services Unit (GCSU)
P.O. Box 1637
Norfolk, VA 23501-1637
Toll Free Fax Number: 1.888.311.6877
E-mail: gcsuac@bankofamerica.com

# CBA Setup Form
## (CBA Travel Account)


Use this form to request setup of 1) a CBA - Central Account and/or 2) a CBA – cardless Transaction Account 3) and/or CBA with card/Unit Card account. Optional fields are italicized and noted by an asterisk. Questions? Call Bank of America Government Card Services CBA Unit toll-free at 1.888.276.3704. If unable to call toll free, call collect at 1.757.441.4124. For TTY/TDD access, call 1.800.672.0779.

## Section 1: Central Account Information

**1.1 Setup Required:** (Check one) **Central Account** ☐ **Transaction Account** ☐ **Both** ☐

**1.2 Account Hierarchy:** Specify the account Hierarchy Level (HL) number to which this Central Account and/or Transaction Account should be assigned. If a hierarchy level is needed please indicate "NEW" in the corresponding HL to be added.

| HL1 | HL2 | HL3 | HL4 | HL5 | HL6 | HL7 | HL8 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**1.3 Agency/Organization Name:**

**1.4 FIPS Code:**

**1.5 Central Account Name:**

**1.6 Overall Account Credit Limit** $ ____________

**1.7 APC Contact Information ⇒**
- **Name:**
- **Commercial Office Phone:**
- **Fax Number:**
- ***E-mail Address*:***

**1.8 Paper Statement Mailing Address ⇒**
- **Address Line 1:**
- ***Address Line 2*:***
- ***Address Line 3*:***
- **City:**
- **State:**
- **Zip Code:**
- ***Country*:***

**1.9** ***Add APC as an EAGLS User?**** Yes ☐ No ☐

**1.10** ***Update APC's existing ID with new HL?**** Yes ☐ No ☐

**1.11** ***If yes, please provide current User ID*:***

**1.12 Billing Cycle Preference:** Billing cycles between the 3rd and the 27th of each month are available. See the instructions for more detail.
Beginning of the Month ☐ Mid-Month ☐ End of the Month ☐ Exact Date Requested (Specify: ____________ ) ☐

**1.13 Account to be used for the following transaction types:** (check all that apply)
Air ☐ Rail ☐ Bus ☐ Car Rental ☐ Hotel ☐ Other (Specify: ____________ ) ☐

## Section 2: Electronic File Information

**2.1 Account Reconciliation:** Will your commercial Travel Agency perform an automated reconciliation of your account(s)? If so, you must also complete Fields 5.2 through 5.7. Yes ☐ No ☐

**2.2 TMC File Type Indicator:**
American Express ☐ Carlson Wagonlit ☐ Sato ☐ Visa ☐ Other: (Please specify) ____________ ) ☐

**2.3 Delivery Method:** (If "New Mailbox" selected, also choose one of the diskette options as a backup until a new mailbox can be established.)
Existing Mailbox ☐ New Mailbox ☐ Existing SNA ☐ New SNA ☐ Diskette (ASCII) ☐ Diskette (Binary) ☐

**For Bank of America Use Only:**
Company Number: ☐☐☐☐☐☐☐

Routing and Sign-Off:
GCSU ____________
Interface Ops ____________
THD ____________

Bank of America.

**As this is a multiple-page setup form, to prevent separation of pages during transmission, please indicate your Agency/Organization Name again:**

## Section 2: Electronic File Information (cont.)

**2.4 Mailbox/SNA ID:** (If Existing Mailbox or Existing SNA checked in 5.3 above, then enter destination address here. Otherwise leave blank.)

| 2.5 Effective Date of File Delivery: | 2.6 File Format Required: AAS ☐ EDI ☐ | 2.7 Is File Compression Required? Yes ☐ No ☐ |
|---|---|---|

| 2.8 Electronic Interface File Recipient | | | |
|---|---|---|---|
| Name: | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: | State: | Zip Code: | Country: |
| E-mail Address: | | | |
| Commercial Office Phone: | | Commercial Fax: | |

## Section 3: Transaction Account Information (without card)

**3.1 Account Name:**

| 3.2 Account Address ⇒ | Address Line 1: | |
|---|---|---|
| | *Address Line 2*:* | |
| | *Address Line 3*:* | |
| | City: | State: |
| | Zip Code: | *Country*:* |

| 3.3 Commercial Office Phone: | 3.4 Fax Number: |
|---|---|

**3.5 *E-mail Address*:***

| 3.6 *Add account holder as EAGLS User?** Yes ☐ No ☐ | 3.7 *Update account holder's existing ID with new HL?** Yes ☐ No ☐ | *3.8 If yes, please provide current User ID*:* |
|---|---|---|

**3.9 Account to be used for the following transaction types:** (check all that apply)
Air ☐ Rail ☐ Bus ☐ Car Rental ☐ Hotel ☐ Other (Specify: ______________ ) ☐

For Bank of America Use Only:
Company Number:

Routing and Sign-Off:

GCSU ____________ Interface Ops ____________ THD ____________

Form __________
Revised: 08/02/00

# CBA Setup Form (CBA Travel Account)


Bank of America.

**As this is a multiple-page setup form, to prevent separation of pages during transmission, please indicate your Agency/Organization Name again:**

## Section 4: Card/Unit Card Account Information

**4.1 Central Account No:** ____ – ____ – ____ – ____

Note: Input existing Central Account number for new unit card setup.

**4.2 Unit Cardholders** (If additional unit card accounts need to be established, please attach a separate, typed list providing the following information for each account required.)

**Account Name:** Specify name as it should appear on the card (first name, middle name or middle initial and last name).

**Social Security Number:** (Requested for account security purposes.) ___ – __ – ____

**Account Name:** Specify name as it should appear on the card (first name, middle name or middle initial and last name).

**Social Security Number:** (Requested for account security purposes.) ___ – __ – ____

**Account Name:** Specify name as it should appear on the card (first name, middle name or middle initial and last name).

**Social Security Number:** (Requested for account security purposes.) ___ – __ – ____

**Account Name:** Specify name as it should appear on the card (first name, middle name or middle initial and last name).

**Social Security Number:** (Requested for account security purposes.) ___ – __ – ____

For Bank of America Use Only:
Company Number:

Routing and Sign-Off:

GCSU ____________ Interface Ops ____________ THD ____________

Form __________
Revised: 08/02/00

Bank of America

**As this is a multiple-page setup form, to prevent separation of pages during transmission, please indicate your Agency/Organization Name again:**

## Section 4: Card/Unit Card Account Information (cont.)

**Account Name:** Specify name as it should appear on the card (first name, middle name or middle initial and last name).

**Social Security Number:** (Requested for account security purposes.) ___ ___ ___ – ___ ___ – ___ ___ ___ ___

**4.3 Card Design Type:** Standard ☐ Quasi-Generic ☐

**4.4 Travelers Checks Authorized:** Yes ☐ No ☐

**4.5 ATM Access Authorized:** Yes ☐ No ☐

**4.6 *Special Embossing Instructions*:*** Indicate any special requirements (up to 23 positions in length) for the second line of embossing. This is in addition to the cardholder's name. ____________________

**4.7 Account to be used for the following transaction types:** (check all that apply)
Air ☐ Rail ☐ Bus ☐ Car Rental ☐ Hotel ☐ Other (Specify: ____________ ) ☐

## Section 5: Account Attributes

**5.1 Account Credit Limit:**
$ ____________

**5.2 Should the Transaction Account holder or unit cardholder receive a paper statement for informational purposes only?** Yes ☐ No ☐

**5.3 Account Controls:** Complete this section to change the authorization controls on an account.

| Control Type ⇒ | Travel Limit | Cash Limit | Retail Limit |
|---|---|---|---|
| Limit Amount ⇒ | $ ____________ | $ ____________ | $ ____________ |

Bank of America.

**As this is a multiple-page setup form, to prevent separation of pages during transmission, please indicate your Agency/Organization Name again:**

## Section 6: Contact Information*

Section 6 is optional.

| 6.1 Alternate APC | | | |
|---|---|---|---|
| Name: | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: | State: | Zip Code: | Country: |
| E-mail Address: | | | |
| Commercial Office Phone: | | Commercial Fax: | |
| Add APC as an EAGLS User?* Yes ☐ No ☐ | Update APC's existing ID with new HL?* Yes ☐ No ☐ | If yes, please provide current User ID*: | |

| 6.2 Designated Billing Office (DBO) | | | |
|---|---|---|---|
| Name: | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: | State: | Zip Code: | Country: |
| E-mail Address: | | | |
| Commercial Office Phone: | | Commercial Fax: | |

| 6.3 Transaction Dispute Office (TDO) | | | |
|---|---|---|---|
| Names: | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: | State: | Zip Code: | Country: |
| E-mail Address: | | | |
| Commercial Office Phone: | | Commercial Fax: | |

For Bank of America Use Only:
Company Number:

Routing and Sign-Off:

GCSU ____________ Interface Ops ____________ THD ____________

Form __________
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**As this is a multiple-page setup form, to prevent separation of pages during transmission, please indicate your Agency/Organization Name again:**

## Section 7: Comments

## Section 8: Authorization

**8.1 Authorized Official:** ____________________
Name/title (Please print)

**8.2** ____________________
Signature

**8.3 Commercial Telephone:** ____________________

**8.4 Date:** ____________________

For Bank of America Use Only:
Company Number:

Routing and Sign-Off:

GCSU ____________

Interface Ops ____________

THD ____________

# Instructions for the Central /Transaction Account Setup & Change Form
**(CBA Travel Account)**

Bank of America.

Pending GSA Approval

| | |
|---|---|
| **Purpose:** | Use this form to establish a Department of Defense Travel Card Program Central Account and/or a Centrally Billed Transaction Account. |
| **Instructions:** | Complete the form in accordance with the instructions provided below. Optional fields are italicized and noted by an asterisk on the form. Incomplete forms cannot be processed and will be returned to the APC. Send via regular mail, e-mail or fax to:<br><br>Bank of America<br>Attn: Government Card Services Unit (GCSU)<br>P. O. Box 1637<br>Norfolk, VA 23501-1637<br>E-mail: gcsuac@bankofamerica.com<br>Fax: 1.888.311.6877 toll-free if dialing from the U.S. or Canada; or<br>1.757.624.6323 if dialing from international locations |

## Section 1: Central Account Information

**1.1 Setup Required (Check one)** – Indicate if a Central Account, Transaction Account or both are to be established. The Central Account is the account to which transactions will be billed. The Transaction Account is the account to which charges will be made. Complete the following sections depending on the setup required:

- Central Account – Sections 1, 2 and 8. Sections 6 and 7 are optional.
- Transaction Account – Section 3 (without card) **or** Section 4 (with card/Unit Card), and Section 5. All other Sections are optional.
- Both – Sections 1 and 2; Section 3 **or** Section 4; and Section 5. All other Sections are optional.

**1.2 Account Hierarchy (HL1 to HL8)** – The hierarchy level (HL) number under which the new account will be established. Complete as many hierarchical levels as are appropriate for your organization. If you require a new level with this setup, indicate the parent hierarchy under which the new level should be assigned, and then note "NEW" in the appropriate space for the corresponding HL. Each level of hierarchy consists of a seven-digit number; up to eight levels of hierarchy may be assigned. Hierarchy levels are sequential and indicate the organization's pedigree.

A complete hierarchy level number always begins with Level 1, which has pre-filled for your convenience, and contains successive level numbers, down to the lowest level assigned. It is required to determine the reporting group to which the Central Account will belong.

**1.3 Agency/Organization Name** – The name of the agency/organization name to be associated with this Central Account.

**1.4 FIPS Code** – Indicate the Federal Information Processing Standards Code assigned to your organization. This is your Agency/Organization Identifying Number as defined in the General Services Administration Master Contract. It is used for the identification of Federal and Federally Assisted Organizations. See Publication 95-1, or download from http://www.nist.gov/itl/div897/pubs/by-num.htm. [Field length available: 4 positions. Data Type: Alphanumeric.]

**1.5 Central Account Name** – Specify the name that should be assigned to the Central Account. [Field length available: 25 positions. Data Type: Alphabetic.]

**1.6 Overall Account Credit Limit** – This is the aggregate limit for all Centrally Billed Transaction Accounts that are assigned under this Central Account. The total of all sub-account transactions cannot exceed this limit, which is refreshed only upon receipt of payments against the balance due on the Central Account.

| Section 1: Central Account Information (continued) |
|---|

**1.7 APC Contact Information** –

- <u>**Name:**</u> The name of the <u>A</u>gency <u>P</u>rogram <u>C</u>oordinator responsible for this Central Account. [Field length available: 34 positions. Data Type: Alphabetic.]
- <u>**Commercial Office Phone:**</u> The APC's commercially accessible business telephone number, including the area code. For locations outside of the U.S., include the applicable two-digit to three-digit country code. You do not need to preface the number with an access code, such as "011" which is used to obtain an international telephone line. [Field length available: 17 positions. Data Type: Numeric.]
- <u>**Fax Number:**</u> The APC's commercially accessible fax number. [Field length available: 17 positions. Data Type: Numeric.]
- <u>***E-mail Address*:***</u> The APC's e-mail address, if available. [Field length available: 60 positions. Data Type: Alphanumeric.]

**1.8 Paper Statement Mailing Address** – The address to which the paper statement/invoice should be sent. Please limit this information to the number of positions specified below.

- <u>Address Line 1:</u> Indicate the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
- <u>*Address Line 2*:*</u> If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- <u>*Address Line 3*:*</u> If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- <u>City:</u> Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
- <u>State:</u> Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
- <u>Zip Code:</u> Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]
- <u>*Country*:*</u> Self-explanatory. If left blank, the default value will be US.

**1.9** ***Add APC as an EAGLS user?**** – Indicate if the APC should be given access to the <u>E</u>lectronic <u>A</u>ccount <u>G</u>overnment <u>L</u>edger <u>S</u>ystem (EAGLS). Access will allow the APC manage this Central Account and the Account Hierarchy specified in Field 1.2 on-line via the secure EAGLS platform. If the APC already has EAGLS access, leave this field blank and skip to Field 1.9.

**1.10** ***Update APC's existing ID with new HL?**** – If the APC has ever had an EAGLS User ID issued, regardless of whether it is currently active or not, check "Yes." Otherwise, check "No" or leave blank.

**1.11** ***If yes, please provide current user ID**** – If the APC is already an EAGLS user, indicate his or her user name.

**1.12 Billing Cycle Preference** – Indicate the time of the month that the Central Account should bill. Bank of America will choose a billing cycle in the appropriate time frame you indicate unless your agency has already selected a billing cycle for you.

- <u>Beginning of the Month:</u> Accounts will bill between the 3rd and the 10th of the month.
- <u>Mid-Month:</u> Accounts will bill between the 11th and the 20th of the month.
- <u>End of the Month</u>: Accounts will bill between the 21st and 27th of the month.
- <u>Exact Date Requested</u>: Indicate the billing cycle closing date you prefer, between the 3rd and the 27th of the month. (Please note that billing cycles falling on the 1st, 2nd, 28th, 29th, 30th and 31st of the month are not available.) Bank of America will try to accommodate your billing preference but does not guarantee that the date chosen will be available. If it is not, Bank of America will assign a billing date as close as possible to the one indicated. You will be notified if the date requested is not available.

## Section 1: Central Account Information (continued)

1.13 **Account to be used for the following transaction types** – You may restrict the types of charges incurred by the Transaction Account holder by indicating which of the following merchant categories are authorized for this account.

- Air: The purchase of airline tickets and related travel agency fees only.
- Rail: The purchase of train tickets.
- Bus: The purchase of tickets on common carrier and chartered buses.
- Car Rental: The purchase of rental cars.
- Hotel: The purchase of lodging and related services.
- Other: Specify the category of transactions for which this account will be used.

## Section 2: Electronic File Information

2.1 **Account Reconciliation** – Many commercial Travel Agencies perform an automated reconciliation of travel account invoices, comparing travel reservations booked and trips actually taken against billing data. If yours does this for you, Bank of America will need to contact them to determine the format in which they would like to receive the billing information. You will need to complete Fields 4.2 through 5.1 so that Bank of America has the information necessary to setup an electronic invoice file.

2.2 **TMC File Type Indicator** – Specify the type of electronic file that is required by your Travel Management Center or your Commercial Travel Office (CTO) by placing a "✓" or an "✗" in the appropriate box. If the electronic copy of the invoice will not be sent to a TMC, check "Other" and note "Not Applicable" or "N/A" in the space provided.

Bank of America provides three File Types tailored to meet the needs of **American Express**, **Carlson Wagonlit** and **Sato**. Most other Travel Agencies prefer to receive data in the standard **Visa** file format. If the your Travel Agency will require a different File Type, check "Other" and specify the type needed in the space provided. *Please note: A contract modification may be required if a new File Type is requested. Bank of America may charge an additional fee to cover expenses that it may incur for development and testing of a new File Type.*

2.3 **Delivery Method** –

- Existing Mailbox: A mailbox has already been established for receipt of electronic files. Bank of America will use this mailbox to transmit files generated under this new Central Account.
- New Mailbox: A third party vendor will provide a repository for the receipt of files. Your Bank of America Account Manager will work with you to establish one. *(Note: Mailbox setup may take one or more months to complete and will require Agency installation of software. Pending establishment of a new mailbox, invoices will be sent via diskette. So that you can be assured of receiving all of your electronic invoices in a timely fashion, please select one of the Diskette options also if a new mailbox is required.)*
- Existing SNA: Point to Point file transfer has already been established from Bank of America's system to a system designated by the Government Agency.
- New SNA: File transfer is Point to Point from Bank of America's system to a system designated by the Government Agency.
- Diskette (ASCII): The file is sent on diskette, in Plain Text format, which may be easily read upon receipt.
- Diskette (Binary): The file is sent on diskette in a format that is intended to be read by a computer and may not be legible or easily read upon receipt.

2.4 **Mailbox/SNA ID** – Complete this field if an Existing Mailbox or Existing SNA is to be used for file delivery. Otherwise leave blank. [Mailbox – Field length available: 8 positions. Data Type: Alphanumeric; SNA – Field length available: variable; dependent on client requirements. Data Type: Alphanumeric]

2.5 **Effective Date of File Delivery** – Indicate the date that Bank of America should begin transmitting electronic invoice files.

## Section 2: Electronic File Information (continued)

**2.6 File Format Required –**

- AAS (Agency Accounting System): EAGLS provides accounting information to an Agency's Accounting System via a batch file transfer. The frequency is Daily, Cycle or Upon Certification, i.e. agency has approved the invoice and is ready to make payment. Transfer and method of delivery are agency-specific and may require custom changes at the time of EAGLS implementation. EAGLS delivers a standardized AAS flat file that contains accounting data sufficient for most accounting cases. If agencies require more information or a different file format, then Bank of America will make appropriate customizations upon receipt of a detailed contract modification. Each agency has its own AAS case module in the EAGLS system to generate its task order-specified AAS file. Certain agencies initially only want Record Type 50 (Transaction) and Record Type 100 (Cost Allocation), but would like Record Types 51-71 (Level III) at a later date.
- EDI (Electronic Data Interchange): EDI allows large trading partners to exchange information via a standardized (ANSI) information exchange protocol. EDI is primarily used in the Financial Services Industry (FSI) for invoicing by the financial institution to the customer. EAGLS provides EDI formats of all transaction information (including Level III data if available) for use by either an Agency's Accounting System (AAS), its Designated Billing Office (DBO), or both. Delivery frequency of EDI files is agency-specific but occurs daily, by cycle, or upon certification. Upon certification means that an agency DBO has approved the transactions within the current cycle and the invoice is ready to be paid.

**2.7 Is File Compression Required?** – Files are generally compressed when the Mailbox option is chosen as the delivery method. Compressing a file reduces the size, but requires a tool by the customer to uncompress it to its original state.

**2.8 Electronic Interface File Recipient (CTO/TMC)** – The office designated to receive and process the electronic invoice. This may be your Travel Agency, also known as the Commercial Travel Office (CTO) or Travel Management Center (TMC), that handles travel reservations and ticketing. The Travel Agency often performs Centrally Billed Account reconciliation for the agency/organization.

- **First & Middle Names:** Self-explanatory. [Field length available: 26 positions. Data Type: Alphabetic.]
- **Last Name:** *Self-explanatory*. [Field length available: 26 positions. Data Type: Alphabetic.]
- **Address Line 1:** Indicate the street, P.O. Box or other address information. [Field length available: 41 positions. Data Type: Alphanumeric.]
- **Address Line 2:** If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 41 positions. Data Type: Alphanumeric.]
- **Address Line 3:** If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 41 positions. Data Type: Alphanumeric.]
- **City:** Self-explanatory. [Field length available: 13 positions. Data Type: Alphabetic.]
- **State:** Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
- **Zip Code:** Self-explanatory. [Field length available: 10 positions. Data Type: Numeric.]
- **Country:** Self-explanatory. If left blank, the default value will be USA.
- **E-mail Address:** The file recipient's e-mail address, if available. [Field length available: 41 positions. Data Type: Alphanumeric.]
- **Commercial Office Phone:** The file recipient's commercially accessible business telephone number, including the area code. For locations outside of the U.S., include the applicable two-digit to three-digit country code. You do not need to preface the number with an access code, such as "011" which is used to obtain an international telephone line. [Field length available: 17 positions. Data Type: Numeric.]
- **Commercial Fax:** The file recipient's commercially accessible fax number, if available. [Field length available: 17 positions. Data Type: Numeric.]

| Section 3: Transaction Account Information (without card) | |
|---|---|
| 3.1 | **Account Name** – If the account will be issued to a Travel Agency or an organizational unit within the federal government, indicate what the name of the account should be. This is the name that will appear on all reports for this account number. [Field length available: 25 positions. Data Type: Alphabetic.] |
| 3.2 | **Account Address** – The account holder's business address. Please limit this information to the number of positions specified below.<br>• Address Line 1: Indicate the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]<br>• *Address Line 2*:* If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]<br>• *Address Line 3*:* If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]<br>• City: Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]<br>• State: Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]<br>• Zip Code: Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]<br>• *Country*:* Self-explanatory. If left blank, the default value will be US. |
| 3.3 | **Commercial Office Phone** – The account holder's commercially accessible business telephone number, including the area code. For locations outside of the U.S., include the applicable two-digit to three-digit country code. You do not need to preface the number with an access code, such as "011" which is used to obtain an international telephone line. |
| 3.4 | **Fax Number** – The account holder's commercially accessible fax number, if available. |
| 3.5 | ***E-mail Address**** – The account holder's e-mail address, if available. |
| 3.6 | ***Add account holder as an EAGLS user?**** – Indicate if the Transaction Account holder should be given access to the Electronic Account Government Ledger System (EAGLS). Access will allow the cardholder to view his or her account information on-line. If the APC already has EAGLS access, leave this field blank and skip to Field 2.9. |
| 3.7 | ***Update account holder's existing ID with new HL?**** – If the Transaction Account holder has ever had an EAGLS User ID issued, regardless of whether it is currently active or not, check "Yes." Otherwise, check "No" or leave blank. |
| 3.8 | ***If yes, please provide current user ID**** – If the Transaction Account holder is already an EAGLS user, indicate his or her user name. |
| 3.9 | **Account to be used for the following transaction types** – You may restrict the types of charges incurred by the Transaction Account holder by indicating which of the following merchant categories are authorized for this account.<br>• Air: The purchase of airline tickets and related travel agency fees only.<br>• Rail: The purchase of train tickets.<br>• Bus: The purchase of tickets on common carrier and chartered buses.<br>• Car Rental: The purchase of rental cars.<br>• Hotel: The purchase of lodging and related services.<br>• Other: Specify the category of transactions for which this account will be used. |

## Section 4: Card/Unit Card Account Information

**4.1** **Central Account No.** – The 16-digit roll-up account number assigned to the Central Account. The first six digits have been pre-filled for your convenience. *Complete only if adding new unit cardholder accounts under an existing Central Account. If you are requesting establishment of both a Central Account and unit card accounts on the same setup form, leave blank.*

**4.2** **Unit Cardholders** – Use this section to list up to five individuals to whom unit cards should be issued. If you need to establish more than five unit card accounts with this application request, simply attach a separate sheet of paper with the following information for each additional account.

- **Account Name** – Specify the account holder's first name, middle initial and last name, exactly as you wish to have it embossed on the card. [Field length available: 25 positions. Data Type: Alphabetic.]

  If you are requesting a legal name change on an existing unit card account, you must send a photocopy of one of the following or any other official documentation that reflects the name change with this form:
  * Driver's license
  * Military identification card
  * Marriage certificate
  * Social Security card

  A new card will be issued to the cardholder as a result of any name change.
- **Social Security Number** – Self-explanatory. Requested for account security purposes only.

**4.3** **Card Design Type** – Three card design types are available and described below. *Only the Standard or Quasi-Generic card can be requested using this application form.*

- Standard: Features a plastic design that indicates the account is issued for official government use only.
- Quasi-Generic: Features Bank of America's commercial plastic design. The embossed account number is the only information on the card that identifies it as a government account.
- Generic: Also features Bank of America's commercial plastic design, but there is no association with the government. Generic cards cannot be requested using this application form. Please contact your Bank of America Account Manager for more information.

**4.4** **Travelers Checks Authorized** – Check whether or not Travelers Checks should be available to the account holder. Travelers Checks are only available if a card is issued on a Centrally Billed Account.

**4.5** **ATM Access Authorized** – Check whether or not ATM access should be available to the account holder. Cash access is only available if a card is issued on a Centrally Billed Account.

**4.6** ***Special Embossing Instructions**** – Complete only if additional information should be embossed below the account name on the card, such as the agency name or account restrictions. [Field length available: 23 positions. Data Type: Alphabetic.] (If more than 23 positions are indicated, Bank of America reserves the right to modify the information accordingly.)

**4.7** **Account to be used for the following transaction types** – You may restrict the types of charges incurred by the Transaction Account holder by indicating which of the following merchant categories are authorized for this account.

- Air: The purchase of airline tickets and related travel agency fees only.
- Rail: The purchase of train tickets.
- Bus: The purchase of tickets on common carrier and chartered buses.
- Car Rental: The purchase of rental cars.
- Hotel: The purchase of lodging and related services.
- Other: Specify the category of transactions for which this account will be used.

# Instructions for the Central /Transaction Account Setup & Change Form
**(CBA Travel Account)**

Bank of America.

Pending GSA Approval

## Section 5: Account Attributes

5.1 **Account Credit Limit** – This limit will control spending on the account only within its billing cycle. During the cycle, the account will accumulate transactions as a memo balance that will refresh to zero each cycle.

5.2 **Should the Transaction Account holder or unit cardholder receive a paper statement for informational purposes only?** – Check "Yes" if an account holder will bear some responsibility for verifying and/or reconciling transactions that are billed to the Central Account.

5.3 **Account Controls** – Use this section to customize the spending restrictions that will be placed on this account.

- ❖ **Control Type** – Three different account controls are available for the Travel Card Program. These controls are designed to limit account spending on a per cycle basis. Additional limits to restrict purchases from specific merchant(s) or type(s) of merchant(s) can be set by contacting GCSU or making changes in EAGLS.
    - Travel Limit: The amount that may be spent for purchases that are categorized as travel-related, e.g. airline tickets, car rental, lodging, meals, etc.
    - Cash Limit: The amount of cash that may be withdrawn for any specified period if ATM access is authorized.
    - Retail Limit: The amount that may be spent for items purchased from approved merchants as determined by selected Merchant Category Codes.
- ❖ **Limit Amount** – Indicate the maximum dollar amount available for Travel, Cash and Retail transactions.

## Section 6: Contact Information

6.1 **Alternate APC** – Use this section to designate an alternate APC responsible for this Central Account. See 6.1 of the instructions for the field lengths available and the data types required.

- **Add APC as an EAGLS user?** – Indicate if the APC should be given access to the Electronic Account Government Ledger System (EAGLS). Access will allow the APC manage this Central Account and the Account Hierarchy specified in Field 1.2 on-line via the secure EAGLS platform. If the APC already has EAGLS access, leave this field blank and skip to the next question.
- **Update applicant's existing ID with new HL?** – If the APC has ever had an EAGLS User ID issued, regardless of whether it is currently active or not, check "Yes." Otherwise, check "No" or leave blank.
- **If yes, please provide current user ID** – If the APC is already an EAGLS user, indicate his or her user name.

6.2 **Designated Billing Office** – The office or third party entity that may be designated to receive the official invoice, and, in some instances, make payments against the official invoice. The address provided here is considered the official invoice address for purposes of meeting the deadlines of the Prompt Payment Act, even though the actual address from which payment is rendered may be different. See 6.1 of the instructions for the field lengths available and the data types required.

6.3 **Transaction Dispute Office** – The office that may be designated to assist both the agency/organization and Bank of America in tracking and resolving disputed purchase or transactions. See 6.1 of the instructions for the field lengths available and the data types required.

## Section 7: Comments

Use this section to provide any information regarding this Central and/or Transaction Account Setup that you would like Bank of America to know. For example, if you would like to designate more than one alternate APC, please do so here.

## Section 8: Authorization

8.1 **Authorized Official (Name/Title)** – Enter name and title of person authorized to request a Central and/or cardless Transaction Account or unit card account setup.

8.2 **Signature** – Authorized Official's signature.

8.3 **Commercial Telephone** – Enter the Authorized Official's commercially accessible business telephone number.

8.4 **Date** – Enter date form is signed by Authorized Official.